

**OAK RIDGE OPERATIONS OFFICE  
OFFICE OF SCIENTIFIC AND TECHNICAL INFORMATION  
NOMINATION FOR EMPLOYEE(S) RECOGNITION**

1. AWARD NOMINEE(S): \_\_\_\_\_

2. ORGANIZATION: \_\_\_\_\_

3. CURRENT TITLE, SERIES, GRADE: \_\_\_\_\_

4. AWARD TYPE:

\_\_\_\_\_ ON-THE-SPOT \$: \_\_\_\_\_ (ORO \$50 - \$500) (OSTI \$25 - \$500)

\_\_\_\_\_ TIME OFF: # OF HOURS \_\_\_\_\_ (see award scale)

\_\_\_\_\_ SPECIAL ACT OR SERVICE: RECOMMENDED \$: \_\_\_\_\_ (see award scale)

\_\_\_\_\_ MANAGERIAL/SUPERVISORY PERFORMANCE AWARD: RECOMMENDED %: \_\_\_\_\_

\_\_\_\_\_ QUALITY STEP INCREASE (QSI):

A. RECOMMENDATION COVERS SERVICE FROM: \_\_\_\_\_ TO: \_\_\_\_\_

B. HOW LONG IN POSITION AND GRADE RECOMMENDATION IS FOR: \_\_\_\_\_

C. DUE DATE OF NEXT REGULAR WITHIN GRADE INCREASE: \_\_\_\_\_

D. CURRENT STEP: \_\_\_\_\_

E. DATE OF LAST QSI (IF ANY) \_\_\_\_\_

5. COST CENTER/

B&R CODE: \_\_\_\_\_ FUNDS AVAILABLE: \_\_\_\_\_  
SIGNATURE & ROUTING SYMBOL OF FUNDS CERTIFYING OFFICIAL

6. RECOGNITION JUSTIFICATION ATTACHED: \_\_\_\_\_ YES \_\_\_\_\_ NO

7. CERTIFICATE WORDING ATTACHED: \_\_\_\_\_ YES \_\_\_\_\_ NO

8. \_\_\_\_\_  
Recommending Official's (Name, Title, and Signature) Date

9. \_\_\_\_\_  
Award Nominee's Supervisor's Approval, if not listed above (Name, Title, and Signature) Date

10. \_\_\_\_\_  
Final Approving Official, if required (Name, Title, and Signature) Date

Personnel Official Signature

Date

EFFECTIVE DATE OF AWARD

PRIVACY ACT STATEMENT: Title 5 U.S.C., Chapter 45, Incentive Awards, authorizes solicitation of this information. The information will be used by the agency to determine employee's eligibility for an award under 5 U.S.C., section 4505 and 4507. This information may be shared with law enforcement agencies when they are investigating a violation or potential violation of the civil or criminal law. The Social Security Number (SSN) is requested under the authority of Executive Order 9397 (11/22/43) for the orderly administration of personnel records. Submission of the SSN is voluntary and failure to furnish the SSN on this form will have no effect on the award. The personal information obtained from this form will be maintained in system of record DOE-1, DOE Personnel and General Employment Records.

**OAK RIDGE OPERATIONS  
OFFICE OF SCIENTIFIC AND TECHNICAL INFORMATION  
SPECIAL ACT OR SERVICE (SAS) RECOGNITION**

1. **BASIS.** Recognition granted for a one-time act, service, or other nonrecurring accomplishment by an employee or group of employees that is in the public interest and connected with or related to official employment. This type of recognition is appropriate when performance is substantially beyond expectations on a specific assignment, a single scientific achievement, act of heroism, or similar one-time special act or accomplishment.
2. **ELIGIBILITY.** Any Oak Ridge Operations (ORO) or Office of Scientific and Technical Information (OSTI) employee.
3. **RECOGNITION AMOUNT.** The maximum amount that may be approved locally is \$7,500. The recognition may be based on Tangible or Intangible contributions, see the appropriate SAS scale.
4. **LIMITATIONS.** There is no limit on the amount of a group award as long as no individual award to any member of the group exceeds \$7,500. Individual amounts exceeding \$7,500 must be approved by the Secretary of Energy. Amounts exceeding \$10,000 for an individual must have OPM approval.
5. **PROCEDURES AND RESPONSIBILITIES.**
  - a. ORO: The Planning and Budget Division will allocate funds for monetary awards at the Assistant Manager level and above at the beginning of each fiscal year based upon an amount authorized by the Senior Management Board. Each organization that is allocated funds is responsible for adhering to its allocation. The award will be charged to the recommending official's organization account.  
  
OSTI: The Assistant Director for Administration and Information Services (ADAIS) will establish a budget for monetary awards at the beginning of each fiscal year and will certify funds availability of each award.
  - b. ORO: Each SAS award nomination must include (1) a recommending official (Branch Chief or above); (2) the concurrence of the employee's supervisor (if not the recommending official); (3) the approval of recommending official's Assistant Manager or above, unless the latter is the Manager of ORO; and (4) certification from the appropriate Office Manager that funds are available.  
  
OSTI: Each SAS award nomination must include: (1) a recommending official (Assistant Director or above); (2) the concurrence of the employee's supervisor (if not the recommending official); and (3) the approval of the ADAIS or above.
  - c. ORO: The recommending official shall submit to the Personnel and Management Analysis Branch (PMAB): (1) the "Nomination for Employee(s) Recognition" form; (2) wording for the certificate; and (3) justification in the format described below.  
  
OSTI: The recommending official shall submit to the Office of the ADAIS: (1) OSTI F 331.1 "Special Act or Service Recognition," form located on OSTI's Intranet. The ADAIS will forward the nomination form and justification to the PMAB for processing.
  - d. Justification format for:  
  
INTANGIBLE: (1) reason for the award, (2) value of benefit, (3) extent of application, and (4) recommended award amount.  
  
TANGIBLE: (1) reason for the award, (2) estimated first year benefits to the government, and (3) recommended award amount.
  - e. All nominations are to be entered into CHRIS workflow by the recommending official.
  - f. ORO: The PMAB shall review the SAS nomination for regulatory compliance, prepare an SF-50, Notification of Personnel Action, and prepare an award certificate. The SF-50 and award certificate will be provided to the recommending official for presentation to the recipient.  
  
OSTI: The PMAB shall review the SAS nomination for regulatory compliance, prepare an SF-50, Notification of Personnel Action. The SF-50 will be provided to the Office of the ADAIS for presentation.
  - g. The SF-50 and SAS certificate should be presented to the recipient in the presence of an appropriate audience (i.e., coworkers in the immediate organization).

**RECOGNITION SCALE FOR TANGIBLE BENEFITS FROM SUGGESTIONS, INVENTIONS,  
AND SPECIAL ACTS OR SERVICES**

Estimated First-Year Benefits  
to Government

Amount of Award

Up to \$10,000

20% of benefit

\$10,001 - \$100,000

\$2,000 for the first \$10,000 plus 3% of  
benefits over \$10,000

\$100,001 or more

\$4,700 for the first \$100,000 plus 0.5% of  
benefits over \$100,000

1. The minimum award for tangible benefits may be granted only when the benefits reach or exceed \$500.
2. Awards in excess of \$10,000 must be certified to the Office of Personnel Management for approval.

**RECOGNITION SCALE FOR INTANGIBLE BENEFITS FROM SUGGESTIONS, INVENTIONS,  
AND SPECIAL ACTS OR SERVICES**

Value of Benefit		Extent of Application		
	Limited	Extended	Broad	General
	Affects function, mission, or personnel of one office, facility, installation, or an organizational element of headquarters (e.g., Division or Branch). Affects a small area of science or technology.	Affects function, mission, or personnel of several offices, facilities, or installations (e.g., more than one Division or Branch). Affects an important area of science or technology.	Affects functions, mission, or personnel of an entire regional area of command. May be applicable to all of an independent agency or a large bureau (e.g., ORO, OSTI). Affects a broad area of science or technology.	Affects functions, mission, or personnel of several regional areas or an entire department or large independent agency (e.g., DOE, NNSA) or is in the public interest throughout the Nation or beyond.
MODERATE VALUE – Change or modification of an operating principle or procedure which has moderate value, sufficient to meet the minimum standards for a cash award. An improvement of rather limited value of a product, activity, program, or service to the public.	\$50 - \$120  (compare with \$600 - \$1,200 tangible benefit)	\$120 - \$300  (compare with \$1,200 - \$3,000 tangible benefit)	\$300 - \$600  (compare with \$3,000 - \$6,000 tangible benefit)	\$600 - \$1,200  (compare with \$6,000 - \$12,000 tangible benefit)
SUBSTANTIAL VALUE – Substantial change or modification of an operating principle or procedure; an important improvement to the value of a product, activity, program, or service to the public.	\$120 - \$300  (compare with \$1,200 - \$3,000 tangible benefit)	\$300 - \$600  (compare with \$3,000 - \$6,000 tangible benefit)	\$600 - \$1,200  (compare with \$6,000 - \$12,000 tangible benefit)	\$1,200 - \$3,000  (compare with \$12,000 - \$72,000 tangible benefit)
HIGH VALUE – Complete revision of a basic principle or procedure; a highly significant improvement to the value of a product, major activity, program, or service to the public.	\$300 - \$600  (compare with \$3,000 - \$6,000 tangible benefit)	\$600 - \$1,200  (compare with \$6,000 - \$12,000 tangible benefit)	\$1,200 - \$3,000  (compare with \$12,000 - \$72,000 tangible benefit)	\$3,000 - \$6,000  (compare with \$72,000 - \$423,000 tangible benefit)
EXCEPTIONAL VALUE – Initiation of a new principle or major procedure; a superior improvement to the quality of a critical product, activity, program, or service to the public.	\$600 - \$1,200  (compare with \$6,000 - \$12,000 tangible benefit)	\$1,200 - \$3,000  (compare with \$12,000 - \$72,000 tangible benefit)	\$3,000 - \$6,000  (compare with \$72,000 - \$423,000 tangible benefit)	\$6,000 - \$12,000  (compare with \$432,000 - \$1,632,000 tangible benefit)

1. The minimum award for intangible benefits must require a comparably high standard in determining cash awards for contributions with intangible results. The value to the government must be comparable to those contributions receiving equivalent awards on the basis of tangible results.
2. Individual awards in excess of \$7,500 must be approved by the Secretary of Energy.
3. Awards in excess of \$10,000 must be certified to the Office of Personnel Management for approval.